

20 August 1976

FINANCIAL ADMINISTRATION

OFFICE OF FINANCE NOTICE NO. 3-TQ

FROM : Thomas B. Yale
Director of Finance

SUBJECT : General - Funds Obligations and Property
Requisitioning Authorization
Encumbrances

Specific - Deadline for Submitting Funds
Obligations and Property Encum-
brances as of 30 September 1976
and Certification of FY TQ Obligations

RECISSION: OFN 13-76

1. PURPOSE

The Obligations recorded in the Agency's accounts as of 30 September 1976 will be utilized for subsequent budget presentations. It is essential, therefore, allottees establish an accurate record of obligations as at that date for the Transitional Quarter (TQ).

2. SUPPLEMENTAL REPORTS

Supplemental reporting of TQ obligation, encumbrance, expenditure and issue data will be made through a mid-September production of the Obligation Status (OSR) and Encumbrance Status (ESR) reports and the Trend Report. The OSR will reflect obligations reported by those APOD's received in Room 6-G-20 (Headquarters Section, Data Base Management Branch) by 15 September and it will include September obligations for all payrolls. Obligations for the biweekly payroll will be based upon actual expenditures for the pay period ended 28 August; obligations for the four weeks payroll and the monthly payroll will be based upon expenditures for the pay periods ended 11 September and 31 August respectively. The ESR will include those Commitment Abstracts received by 15 September in Room 513 Key Bldg. [REDACTED] Data Base Management Branch) in addition to encumbrance and issue data extracted from the Inventory Control System. The Obligation Status and Encumbrance Status reports will be distributed on or about 20 September 1976.

3. PROCEDURES

A. Allottees should take appropriate action to obtain from their respective field stations complete and accurate figures for obligations and encumbrances incurred projected through 30 September 1976.

C O N F I D E N T I A L

B. In order to expedite conversion to the General Accounting System (GAS) effective 1 October 1976, it has been determined necessary to shorten the time normally allowed following the close of a fiscal period for reviewing and reporting obligations and encumbrance data as of the close of the period. Accordingly APODS and commitment abstracts for obligations and encumbrance data incurred on or before 30 September 1976 must be received by the Data Base Management Branch not later than the close of business 1 October 1976. Normal cut-off time will be observed for all other transactions requiring accounting entries. All possible emphasis is requested on minimizing month end volume in September by spreading data inputs through the month to the maximum extent feasible.

C. As required by Section 1311(b) of the Supplemental Appropriation Act, 1955, as amended (31 USC 200), the Director reports to the Office of Management and Budget in the budget submission of each year that all statements of obligations furnished therein consist of valid obligations as defined in Section 1311(a) of that Act. The Director will be required to make a similar report concerning obligations for the Transitional Quarter. To support this report, each Operating Official or Head of Independent Office to whom a TQ allotment or suballotment was made is requested to provide the following certification, which should be routed through the Directorate Planning Officer, to Accounts and Analysis Division, Office of Finance, Room 513 Key Building by 20 October 1976. (In the case of suballotments for Directorate level office and staff activities, the certification will be executed by the official(s) to whom each such suballotment is made.) Responsibility for this certification may not be redelegated by the Agency official to whom the allotment or suballotment was made.

"This is to certify that all obligations reported to the Office of Finance during the TQ which remained unliquidated as of 30 September 1976 were valid and properly documented in accordance with [REDACTED] para 25X1A 20a(1)."

Signature

Title

[REDACTED]
Thomas B. Yale

25X1A